



Annual Report & Accounts 2009



Family Nursing & Home Care (Jersey) Incorporated

Enabling life long wellbeing and care in the community

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Highlights

Enabling life long wellbeing and care in the community

District Nurses undertook more than 6,400 extra visits and activities this year compared with 2008.

The District Nurses immunised 242 housebound clients as part of the island wide immunisations programme for swine flu and the Health Visitors spent 680 hours immunising the "At Risk" groups.

Paediatric visits have incorporated complex care referrals and more nursing intervention delivery at home.

School Nursing actively increased mainly due to the HPV immunisation catch up programme.

What others say about us

"It is good to know that there are people like you that are caring, dedicated, efficient, understanding, joyous and loving."

"Your work is so important to those in need."

"I thank you from the bottom of my heart."

"Thank you so much for all the help and care. It really made a big difference to our life when you sorted everything out. It really made things so much easier."

"Thanks again for all your support and for always giving me your time. You're one in a million"

| Key numbers | <u>2009</u> | <u>2008</u> |
|---|--------------------|--------------------|
| Number of members | 6,693 | 6,510 |
| Number of client contacts | 195,614 | 189,183 |
| Financial movements | £ | £ |
| Operating income | 6,883,603 | 6,708,926 |
| Operating resources | <u>(7,475,432)</u> | <u>(7,629,270)</u> |
| Operating deficit | (591,829) | (920,344) |
| Charitable income | <u>299,769</u> | <u>774,547</u> |
| Net outgoing resources | <u>£ (292,060)</u> | <u>£ (145,797)</u> |
| Total funds carried forward at 31 December | <u>£ 2,745,640</u> | <u>£ 3,074,478</u> |

| Number of staff | 2009 | | 2008 | |
|-----------------------------|--------------|---------------|--------------|---------------|
| | <u>Heads</u> | <u>FTE</u> | <u>Heads</u> | <u>FTE</u> |
| District nursing | 47 | 40.17 | 59 | 46.93 |
| Home Care | 108 | 72.89 | 111 | 74.13 |
| Child & Family | 40 | 26.97 | 38 | 27.18 |
| Clinical Effectiveness | <u>5</u> | <u>4.31</u> | <u>5</u> | <u>4.31</u> |
| Total Clinical Services | 200 | 144.34 | 213 | 152.55 |
| Administration, HR & Stores | <u>22</u> | <u>19.38</u> | <u>21</u> | <u>18.28</u> |
| Total number of staff | <u>222</u> | <u>163.72</u> | <u>234</u> | <u>170.83</u> |

(FTE means Full Time Equivalent)

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

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Reference and administrative details

| | |
|--------------------|--|
| Patron: | Mrs Valerie Ridgway |
| Registered office: | Le Bas Centre, St Saviour's Road, St Helier, Jersey, JE2 4RP 01534 443600 |
| Telephone number: | 01534 443699 |
| Fax number: | enquiries@fnhc.org.je |
| Email address: | www.gov.je/caring/organisations/pages/familynursinghomecar.aspx |
| Web address: | Association of Jersey Charities No: 115 |
| Membership: | |

Auditors

Alex Picot
Chartered Accountants
95/97 Halkett Place
St Helier
Jersey JE1 1BX

Investment managers

Quilter
4th Floor
28/30 The Parade
St Helier
Jersey JE4 8TE

Bankers

Lloyds TSB Bank (Jersey) Limited
25 New Street
St Helier
Jersey JE4 8RG

Legal advisers

Ogier
Whiteley Chambers
Don Street
St Helier
Jersey JE4 9WG

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Committee members

The general committee and officers who held office during 2009 were:

| | |
|----------------|--|
| Mr R Pirouet | Chairman |
| Mr C Dickinson | Vice-Chairman – until 15 July 2009 |
| Mr J Wright | Vice-Chairman – from 16 July 2009 |
| Mr K Keen | Honorary Treasurer |
| Ms K Huchet | Chief Executive Officer – until 26 June 2009 |
| Ms P Massey | Chief Executive Officer – from 1 July 2009 |
| Mr S Duquemin | |
| Mrs A Esterson | |
| Mr R Hacquoil | |
| Mrs K Kalman | |
| Mr I Roberts | |

Senior management at date of signing

| |
|---|
| Ms Pam Massey RGN, DN Dip Advanced Practitioner, BN Chief Executive Officer and Divisional Manager Clinical Services |
| Mrs Barbara Bell RGN, RHV, DN Cert, CPT, Msc. Divisional Manager Governance & Performance |
| Mrs Annette Langley RGN, RM, DN Cert., Cert in Management Divisional Manager Business Support |
| Mr Andy Cook ACIS, FInsL&M, MCMI, Dip Co. Dir. Finance Director |
| Mrs Jane Le Ruez-Lane RGN, RM, DN Dip, Dip Management Operational Lead District Nursing |
| Mrs Jean Hinks RGN, RHV, BSc (Hons), Dip Nursing, Dip Management Operational Lead Home Care Support Team |
| Mrs Julie Gafoor RGN, RHV, BA (Hons), MA, Dip Nursing, Dip Management Operational Lead Child & Family Services |
| Mrs Elspeth Snowie RGN, RM, DN Dip, BA Clinical Effectiveness Facilitator |
| Mrs Tracey McLeod Associate CIPD Senior HR Officer |

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Report of the Chairman

I am pleased to present to you our annual report for the year ended 31st December 2009.

In June of that year, we appointed a new CEO, Pam Massey who had previously been the senior manager responsible for clinical services. Pam was appointed from a strong field of candidates and I am delighted to tell you that she and the whole of her senior management team have taken great strides in moving the association forward.

Apart from all the usual pressures of increasing demand for our services and tight financial budgets, our staff played a very large part in delivering the injection programme for the swine flu outbreak. On behalf of all our members, I say a huge thank you to everyone at Family Nursing & Home Care, for the hard work and dedication they put in every working day.

I am pleased to report that the goodwill for the Association from all our members and throughout the Island seems to me to be as strong as ever. In this ever more difficult financial climate, it is reassuring to look at our accounts and see increases in our income from subscriptions, donations and fundraising activities. We rely on these and legacies to make up the shortfall between our running costs and our grant and are very grateful for the continued support.

As a responsible organisation which is substantially funded by The States, we have chosen to participate in the States Comprehensive Funding Review. This may lead to cuts in our grant funding. We have to be prepared for this and are having a very hard look at all our running costs to see where savings can be made. Finance is one thing but we also have the ever increasing demands of an ageing population. We therefore want to review our current charging structure for Home Care services and consult widely on how this might be re-structured to better cope with these challenges.

There have been a number of changes in the top positions at our key stakeholder, Heath & Social Services but I am pleased to report that we have been able to develop and strengthen our relationship with everyone we have come across. We wish Deputy Anne Pryke and all her team every success with the challenges that lie ahead.

I must also extend a special vote of thanks to all my hard working committee and, in particular, to my Vice Chairman, John Wright, and to Ian Roberts, who are standing down from the Committee after 7 and 4 years respectively. Both have put in very many hours of honorary work for the Association and we will all miss them.

To summarise, I present to you an association with lots of challenges ahead but one that is confident that it can meet those for the benefit of the island and our members.

Richard Pirouet
Chairman

24 March 2010

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Report of the Chief Executive Officer

Agreed Strategy

The Association has an agreed strategy document which sets out clearly the core work of the Association and how it hopes to develop over the next five years. This document feeds into the agreed Service Level Agreement with Health & Social Services. It incorporates key objectives that we agreed to deliver through 2009. Many service developments span more than a twelve month period and it is with this in mind that we are working to secure a three year agreement in 2011.

We are working extremely hard at delivering a very high quality service that uses evidence (where available) to ensure the best practice is delivered in a cost effective manner. The pressure between quality and cost is always difficult especially in care delivery. This Association, like most who deliver health care, are constantly challenged to ensure that money is not wasted and that our quality of care remains high.

To ensure that the population of Jersey receive good quality affordable health care it is even more important that we work in partnership with other health care providers, as changes in working practice in one area will always have an impact on the other. For example if a patient comes out of hospital earlier to ensure another patient can get the acute (hospital) care they need, this will have an effect on the district nursing team in the community. From our activity data District Nursing delivered more than 6,400 extra visits and activities this year compared to 2008.

Throughout 2009 the Senior Management Team and Committee have been exploring and implementing strategies to ensure that the Association remains viable and the quality of service is maintained.

Home Care Charges

A huge amount of work has taken place in 2009 regarding the charging system for Home Care and Health Care services. It has been reviewed many times over the last ten years. It is a highly complicated and difficult area to tackle as any changes to the charging system will have a direct impact on the people we are trying to help. The banding system that is in place is not fit for tendering or making comparisons in commercial environments and we will need to move to an hourly rate. Currently the banding rate is subsidised by the SLA paid by HSS, by charity donations and the small customer cost. The Association cannot sustain this system of charging and difficult decisions regarding charging the customer will have to be made in 2010 to ensure the sustainability of current services.

Home Care Services

Home Care Support Services are being reviewed. We have implemented the social care pilot across the island and low to moderate Social Care clients are now managed within the Home Care Support Service and not within the District Nurse case loads.

Twilight Service

Changes include continued restructuring of the service moving from the 'double up' system of working to single lists and reduction in staff hours by natural wastage.

Therapy Services

Family Nursing and Home Care has, since 2005, employed a Physiotherapist and Occupational Therapist. In 2009 a Therapy Assistant joined the team as charity funding of the second Occupational Therapist ended and there was no pick up funding to continue the post.

Discussion with HSS has been ongoing throughout 2009 on how this small group of Therapists could be supported through annual leave or sickness. A decision was agreed that the Therapy Team will move back into the HSS Therapy pool of Therapists so that cross cover and support could be achieved.

District Nursing Service

There has been a slight increase in admissions to District Nursing caseloads. However the visits have significantly increased, in areas such as leg ulcers, end of life care, and nursing visits to residential care homes, which would indicate that patients referred are requiring more complex nursing intervention. As low to moderate social care patients moved out of District Nurse case loads, these have been replaced with patients with more nursing need.

During 2009 we have introduced dressing clinics which, to begin with, were received very tentatively. However the feedback has become very positive from some staff and patients alike.

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Pandemic – Swine Flu Vaccination.

Both District Nurse Teams and Child and Family Teams worked at full capacity to enable an Island wide programme to immunise the most vulnerable groups of people in a staged approach which was lead by Public Health.

District Nurses immunised 242 house bound clients and the Child and Family staff lead teams of other health professionals to deliver immunisation clinic sessions in schools and at the acute hospital for high risk groups. 680 hours were spent immunising with 55% of pregnant and post partum women taking up the vaccine and 78% of children from 6 months to 18 years in a nursery or school setting being immunised. The nurses not involved in the immunisation programme were left to prioritize and cover the usual work. Everyone worked exceptionally hard and across organisations to ensure that the mass immunisation process was delivered at a minimal cost and to a high standard. Home Care Support Team played their part in informing and encouraging their clients to think through a plan if they or their carer became ill with swine flu.

Child and Family Service

Paediatric Nursing

The number of visits has increased significantly due to a fully complimented team and an increase in complex care referrals and more nursing intervention delivered in the home.

School Nursing

We have had an increased activity level within the team which has impacted on the increase in the medical assessments undertaken. Immunisations have increased due to the team undertaking the HPV catch up programme.

Health Visiting and Nursery Nursing workloads remain static with an increase in clinic activity. Child protection work also remains static.

Community Contraception Service

Following discussions with HSS this service will transfer back to HSS in early 2010. This will enable more joint working and development of services with medical and management support from the hospital.

Governance

2009 was a busy year for the Governance Division. The Association participated in the H&SS, Data Security Audit, new policies have been created and existing ones reviewed. Improvements have been made to the layout of the current shared website, and work undertaken prior to the development of core values for the Association.

Audits relating to Health and Safety, Infection Control, Sickness and Absence, Complaints, Incident Reporting, End of Life and Leg Ulcers have taken place with satisfactory results. Five qualified Nurses are now managed by the Governance Division with the remit to develop the general District Nurses and Senior Health Care Assistants skills and knowledge within specialist areas such as, respiratory, palliative, wound and continence/stoma care. A range of education and development programmes have and continue to be made available to meet the identified needs of the Association and the professional requirements of Clinical, Support Staff, and the Committee. A system of measuring clinical competencies has been completed and will be introduced in 2010 to assist in the monitoring of clinical practice. The management of governance issues continues on a day to day basis.

Fundraising

The Fundraising Team began the year with the launch of the 2009 Club which was very well received and will continue in 2010. A Musical Evening in January by Le Ronde and Five Plus at Radisson Hotel raised £390. This was followed by the long awaited Skydive which had been delayed a few times but finally took place in April. The four participants thoroughly enjoyed the experience and managed to raise a massive £21,600 for the Association. The Charity Walk raised £2,144 and was enjoyed by all. David Hicks Antiques raised £967 for the Association with AGA Cookery Demonstrations and the Band of the Island of Jersey performed on a very rainy evening in August at Howard Davis Park and despite the weather conditions £345 was raised.

The Fashion Show in September was attended by the Lt Governor and FNHC Patron Mrs Valerie Ridgway and raised £7,123 with the help and support of a vast amount of helpers. Performing on the night were Tricia McTeague and Tony Gardiner who entertained the guests with their individual style of music. The annual Christmas Bingo, which is growing in popularity each year, raised another £7,803 for the Association, bringing a total net income for the year to £60,525 compared to £36,464 in 2008.

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Financial overview

Overall operating income of £6.9m rose by £200k over 2008, mainly from an increase in Members and the Sale of Services. Our principal grant from Health & Social Services remained in line with the previous year at £6.00m. Charitable income from donations and fundraising rose during the year. A significant reduction in legacies, which by their very nature are neither regular or predictable, and investment income caused a sharp fall in overall charitable income from £775k in 2008 to £300k in 2009. Total incoming resources for the year were £7.2m a decrease of £300k on 2008.

Total expenditure reduced by £154k to £7.5m. This was achieved by total salaries and pension costs being £25k less than the previous year, a reduction in the net cost of medical supplies of £136K and only a slight increase of £7k across all other expenses.

Net outgoing resources on operating activities were £592k compared to £920k in the prior year. After charitable income, the overall net outgoing resources for the year was £292k, 2008 £146k. In addition we had realised gains on the sale of investments of £45k, (2008 £(54)k) and an unrealised gain on our investments at the year end of £172k, (2008 £(190)k).

As indicated last year, we were able to sell the property 6 Havre des Pas Gardens, a property previously received by way of legacy, for the anticipated amount. The Committee also took the opportunity to revalue its Gloucester Lodge property and based on a professional valuation received from Gaudin & Co. lowered its carrying value by £253k. The net outcome of operating, charity, investment and property movements was to decrease our net funds by £329k to £2.7m.

During the year we gave an undertaking to repay the States of Jersey any cash liability at the commencement of the succeeding month. Whilst this reduced our working cash balance by £2.5m it reduced our liabilities by a corresponding amount. An amount of £400k was released from the Investment portfolio to ensure adequate working capital.

We continue to be grateful for the constructive support of our auditors, Alex Picot.

Conclusion

In 2009 all staff have worked extremely hard at delivering quality services within our capacity and financial restrictions. It is highly likely going forward that we will continue to encounter the challenges of cost, quality of service and increase in demands. I would like to express my overwhelming thanks to our Committee, Senior Management team and all staff and volunteers for the commitment they show day to day, in delivering sustainable community services.

Pam Massey
Chief Executive Officer

24 March 2010

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Governance and management

Incorporation & principal activities

The Association is incorporated under the Family Nursing Services and Jersey Home Helps (Amalgamation) (Jersey) Law 1993 which was sanctioned by Order of Her Majesty in Privy Council on 27 October 1993.

The Association is governed by its Rules and Constitution which may not be altered without the consent of the Jersey Royal Court in accordance with the provisions of the "Loi (1862) sur les Teneures en Fideicommiss et L'Incorporation d'Associations".

The principal activities of Family Nursing and Home Care (Jersey) Incorporated continue to be those of a charitable organisation providing skilled nursing for the sick in their homes and to give advice and assistance on matters relating to the health and well-being of people of all ages in the Island of Jersey.

Aim and objects

To be the best at providing services for Family Health Improvements, Chronic Disease Management and Long-term Care Provision in the Community that are cost effective, evidence based and within a robust governance framework.

The objects of the Association are: -

- (i) To provide skilled nursing for the sick in their homes
- (ii) To give advice and assistance on matters relating to the health and well being of people of all ages in the Island of Jersey
- (iii) To provide such other care and services in the Island of Jersey as the Association may from time to time think fit
- (iv) To carry on those activities and to provide those services hitherto carried on and provided by Family Nursing Services (Jersey) Incorporated and the Jersey Home Helps Society for the Sick and Aged
- (v) To acquire by way of purchase, acceptance of a gift, devise or bequest, or by lease or otherwise, any moveable or immovable property which may be necessary, requisite or desirable either directly or indirectly for the promotion of the activities of the Association and further, to do all things including borrowing money as may be incidental to, or connected with, any of the said objects of conducive to the attainment thereof
- (vi) Such other objects as the States of Jersey may at the request of the Association by regulation specify under the provisions of Article 10 of the Law

Officers and Committee members

There is an open procedure which invites applicants to become Officers or Members of the Committee. Applicants are interviewed in a process governed by the Jersey Appointments Commission and are then elected by members at the Annual General Meeting.

The full list of Officers and Committee members is set out on page 3 of this report.

During the year ended 31st December 2009, the Committee met 11 times and attendance at those meetings was as follows:

| NAME | ATTENDED |
|----------------|----------|
| Mr R Pirouet | 9/11 |
| Mr C Dickinson | 7/9 |
| Mr S Duquemin | 10/11 |
| Mrs A Esterson | 10/11 |
| Mr R Hacquoil | 10/11 |
| Ms K Huchet | 0/8 |
| Mrs K Kalman | 10/11 |
| Mr K Keen | 9/11 |
| Ms P Massey | 10/11 |
| Mr I Roberts | 7/11 |
| Mr J Wright | 11 |

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

Officers and Committee members (continued)

The Committee has appointed separate sub-committees to handle finance, Clinical and Governance matters, Remuneration and Fundraising.

Also in 2009 the Committee has carried out a peer and self appraisal of its own performance. The results of that review were incorporated into a formal plan of training in governance of charities.

There is a clear distinction between the work of the Committee, which is to set policy and monitor performance, and the day to day management of the Association which has been delegated to the Chief Executive Officer and the Senior Management team.

The Committee

24 March 2010

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

| | Actual 2009 | | Actual 2008 |
|---|------------------------|--|------------------------|
| District Nursing | | | |
| Number of Patients | 3,008 | | 3,000 |
| Number of Clinics | 468 | | 224 |
| Number of Visits | | | |
| District Nurse Visits | 44,333 | | 43,087 |
| Residential Home Visits | 9,472 | | 7,114 |
| District Nurses Clinic Attendees | 2,184 | | 610 |
| Contenance Visits | 162 | | 348 |
| Stoma Visits | 106 | | 250 |
| Total Number of Visits & Activities | 56,257 | | 51,409 |
| Home Care Services | | | |
| Number of Clients at year end | 551 | | 557 |
| Occupational Therapy Admissions | 669 | | 667 |
| Physiotherapy Admissions | 197 | | 177 |
| Number of Clinics | 96 | | 75 |
| Number of Visits | | | |
| Occupational Therapy | 1,152 | | 1,758 |
| Physiotherapy | 700 | | 504 |
| Support Nurses | 1,132 | | 1,219 |
| Senior Health Care Assistant | 592 | | 0 |
| Level I Care | 16,401 | | 17,486 |
| Level II Care | 53,556 | | 53,982 |
| Level II Twilight | 28,534 | | 31,253 |
| Day Sitting | 181 | | 155 |
| Night Sitting | 4 | | 42 |
| Total Number of Visits & Activities | 102,252 | | 106,399 |
| Child & Family Services | | | |
| Paediatric Nursing Team | | | |
| Nursing Care Visits | 1,146 | | 967 |
| Paediatric Care Worker visits | 262 | | 225 |
| Other Paediatric visits/sessions | 889 | | 398 |
| | 2,297 | | 1,590 |
| School Nurses | | | |
| Medicals (Health Assessment Contacts) | 2,800 | | 2,449 |
| Immunisations | 6,561 | | 2,851 |
| Vision and Hearing Tests | 841 | | 1,168 |
| School Nurse Assistants | 1,361 | | 935 |
| Special Needs Activities | 3,323 | | 2,928 |
| Other School Nurse visits/sessions | 974 | | 837 |
| | 15,860 | | 11,168 |
| Health Visitors | | | |
| Birth Visits & Follow Up Visits | 2,074 | | 2,038 |
| Clinics/Group Work - Sessions | 2,001 | | 1,604 |
| Total Child Protection - Work | 1,923 | | 2,360 |
| Other Visits | 1,901 | | 1,838 |
| | 7,899 | | 7,840 |
| Nursery Nurses | | | |
| Development Assessment Visits | 261 | | 319 |
| Clinics/Group Work - Sessions | 782 | | 772 |
| Other Visits | 503 | | 340 |
| | 1,546 | | 1,431 |
| Clinic Attendance | | | |
| Family Planning | 7,534 | | 7,576 |
| Well Women | 1,969 | | 1,770 |
| | 9,503 | | 9,346 |
| Total Number of Visits & Activities | 37,105 | | 31,375 |
| FNHC Total Number of Visits & Activities | 195,614 | | 189,183 |

Independent Auditors' Report to the Members of the Family Nursing and Home Care (Jersey) Incorporated

We have audited the financial statements of Family Nursing and Home Care (Jersey) Incorporated for the year ended 31 December 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the Association's members. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the General Committee and Auditors

The General Committee is responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared. We also report to you if, in our opinion, the Report of the Committee is not consistent with the financial statements, if the Association has not kept proper accounting records, if we have not received all the information and explanations we require for our audit.

We read the Report of the Committee and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the General Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31 December 2009 and of its results for the year then ended;
- the other information issued with the financial statements is consistent with the financial statements.

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2009

| | Note | Operational Unrestricted Activities | Operational Restricted Activities | Other Charitable Income | Total 2009 | Total 2008 |
|---|-------------|--|--|--|-----------------------|-----------------------|
| | | £ | £ | £ | £ | £ |
| INCOMING RESOURCES | | | | | | |
| States of Jersey | | 5,964,257 | - | - | 5,964,257 | 5,965,835 |
| Other grants | | 33,200 | 20,000 | - | 53,200 | 13,954 |
| Subscriptions | | 327,532 | - | - | 327,532 | 287,346 |
| Home Care fees | | 363,089 | - | - | 363,089 | 338,303 |
| Sale of services | | 156,136 | - | - | 156,136 | 58,293 |
| Rental income | | 5,611 | - | - | 5,611 | 9,723 |
| Donations | | - | 13,778 | 132,020 | 145,798 | 139,294 |
| Bank deposit interest | | - | - | 8,663 | 8,663 | 59,989 |
| Net investment income | 2 | - | - | 57,510 | 57,510 | 100,111 |
| Legacies received | | - | - | 41,051 | 41,051 | 474,161 |
| Net fund raising income | 3 | - | - | 60,525 | 60,525 | 36,464 |
| TOTAL INCOMING RESOURCES | | <u>6,849,825</u> | <u>33,778</u> | <u>299,769</u> | <u>7,183,372</u> | <u>7,483,473</u> |
| OUTGOING RESOURCES | | | | | | |
| Direct clinical expenditure: | | | | | | |
| Clinical salaries | 4 | 5,831,042 | - | - | 5,831,042 | 5,884,662 |
| Net cost of medical supplies | | 25,947 | - | - | 25,947 | 162,097 |
| Equipment purchases & maintenance | | 25,123 | 6,376 | - | 31,499 | 28,860 |
| Motor expenses and allowances | | 279,294 | 20,000 | - | 299,294 | 269,999 |
| Uniform and allowances | | 24,187 | 250 | - | 24,437 | 29,183 |
| Training and associated expenses | | 26,397 | - | - | 26,397 | 28,606 |
| Cost of clinics | | 56,780 | - | - | 56,780 | 49,251 |
| Administration and establishment expenses: - | | | | | | |
| Administration & stores salaries | 4 | 892,422 | - | - | 892,422 | 864,133 |
| Communications | | 71,835 | - | - | 71,835 | 82,390 |
| Stationery & printing | | 36,699 | 7,152 | - | 43,851 | 49,289 |
| Information technology | | 4,552 | - | - | 4,552 | 1,488 |
| Property expenses | | 20,844 | - | - | 20,844 | 39,414 |
| Insurance | | 35,479 | - | - | 35,479 | 37,968 |
| Audit fee | | 5,000 | - | - | 5,000 | 4,500 |
| Accountancy | | 2,650 | - | - | 2,650 | 2,550 |
| Professional fees | | 90,744 | - | - | 90,744 | 90,061 |
| Provision for bad debts | | 12,659 | - | - | 12,659 | 4,819 |
| TOTAL OUTGOING RESOURCES | | <u>7,441,654</u> | <u>33,778</u> | <u>-</u> | <u>7,475,432</u> | <u>7,629,270</u> |
| NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR | | <u>(591,829)</u> | <u>-</u> | <u>299,769</u> | <u>(292,060)</u> | <u>(145,797)</u> |

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

STATEMENT OF FINANCIAL ACTIVITIES (continued)

FOR THE YEAR ENDED 31 DECEMBER 2009

| | Note | Operational Unrestricted Activities £ | Operational Restricted Activities £ | Other Charitable Income £ | Total 2009 £ | Total 2008 £ |
|---|-------------|--|--|--|-----------------------------|-----------------------------|
| NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR | | (591,829) | - | 299,769 | (292,060) | (145,797) |
| Other recognised gains and losses | | | | | | |
| Realised gains/(loss) on sale of investments | 5 | - | - | 44,656 | 44,656 | (54,071) |
| Unrealised (loss)/gain on revaluation of tangible assets | 6 | - | - | (252,881) | (252,881) | 185,913 |
| Unrealised gain/(loss) on revaluation of investments | 5 | - | - | 171,809 | 171,809 | (189,870) |
| (Loss) on foreign exchange | | - | - | (362) | (362) | - |
| NET MOVEMENT IN FUNDS BEFORE EXCEPTIONAL ITEM | | (591,829) | - | 262,991 | (328,838) | (203,825) |
| REVERSAL OF PRE 1987 PENSIONS LIABILITY | 7 | - | - | - | - | 5,098,137 |
| NET MOVEMENT IN FUNDS AFTER EXCEPTIONAL ITEM | | (591,829) | - | 262,991 | (328,838) | 4,894,312 |
| TRANSFER OF FUNDS | | 591,829 | - | (591,829) | - | - |
| Balances brought forward as previously stated | | - | 20,000 | 3,054,478 | 3074,478 | (1,819,834) |
| TOTAL FUNDS CARRIED FORWARD AT 31 DECEMBER 2009 | | <u>£ -</u> | <u>£20,000</u> | <u>£2,725,640</u> | <u>£2,745,640</u> | <u>£3,074,478</u> |

The Statement of Financial Activities replaces the Income and Expenditure account and provides full information on the movements on all the Association's funds during the year.

All income and expenditure derives from continuing activities. There is no material difference between Net Incoming/(Outgoing) Resources for the year and its historical cost equivalent.

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

BALANCE SHEET AT 31 DECEMBER 2009

| | Note | 2009 | | 2008 | |
|---|-------------|-------------|--------------------------|------------------|--------------------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Tangible assets | 6 | | 850,000 | | 1,102,881 |
| Investments | 5 | | 1,980,904 | | 2,190,649 |
| | | | <u>2,830,904</u> | | <u>3,293,530</u> |
| CURRENT ASSETS | | | | | |
| Property for sale | | - | | 430,079 | |
| Stock | | 101,715 | | 89,617 | |
| Trade debtors | | 111,041 | | 83,842 | |
| Other debtors and prepayments | | 212,402 | | 64,061 | |
| Cash with broker | | 22,380 | | 55,719 | |
| Cash at bank and in hand | | 364,766 | | 2,683,903 | |
| | | | <u>812,304</u> | <u>3,407,221</u> | |
| CREDITORS: Amounts falling due within one year | 8 | 897,568 | | 3,626,273 | |
| | | | <u>(85,264)</u> | | <u>(219,052)</u> |
| NET CURRENT LIABILITIES | | | | | |
| NET ASSETS | | | <u><u>£2,745,640</u></u> | | <u><u>£3,074,478</u></u> |
| FUNDS EMPLOYED | | | | | |
| CAPITAL FUNDS | | | | | |
| Unrestricted capital funds | 9 | | 2,725,640 | | 3,054,478 |
| INCOME FUNDS | | | | | |
| Unrestricted - Accumulated Funds | | | - | | - |
| Restricted – Accumulated Funds | 9 | | 20,000 | | 20,000 |
| TOTAL FUNDS | 9 | | <u><u>£2,745,640</u></u> | | <u><u>£3,074,478</u></u> |

Approved by the General Committee on 24th March 2010 and signed on its behalf by:

Richard Pirouet
Chairman

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2009

| | Note | 2009 | | 2008 | |
|--|------|----------------|--------------|-----------------|------------|
| | | £ | £ | £ | £ |
| NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES | A | | (2,844,497) | | 1,482,828 |
| RETURNS ON INVESTMENTS AND SERVICING OF FINANCE | | | | | |
| Investment income | | 57,510 | | 100,111 | |
| Bank deposit interest received | | 8,663 | | 59,989 | |
| | | <u>66,173</u> | | <u>160,100</u> | |
| CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT | | | | | |
| Purchase of investments | | (2,325,322) | | (1,664,262) | |
| Proceeds from sale of investments | | 2,751,532 | | 1,639,258 | |
| | | <u>426,210</u> | | <u>(25,004)</u> | |
| (DECREASE)/INCREASE IN CASH IN THE YEAR | B | | £(2,352,114) | | £1,617,924 |

NOTES TO THE CASHFLOW STATEMENT

A. Reconciliation of changes in resources to net cash (outflow) from operating activities

| | 2009 | 2008 |
|--|--------------------|------------------|
| | £ | £ |
| Net (outgoing) resources for the year | (292,060) | (145,797) |
| Investment income | (57,510) | (100,111) |
| Bank deposit interest | (8,663) | (59,989) |
| Decrease in property for sale | 430,079 | - |
| (Increase) in stock | (12,098) | (16,846) |
| (Increase) in debtors | (175,540) | (21,624) |
| (Decrease)/increase in creditors | <u>(2,728,705)</u> | <u>1,827,195</u> |
| NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES | £(2,844,497) | £1,482,828 |

B. Analysis of changes in net funds

| | At 01.01.09 | Cash flows | Exchange movements | At 31.12.09 |
|--------------------------|-------------------|--------------------|-----------------------|------------------|
| | £ | £ | £ | £ |
| Cash at bank and in hand | 2,683,903 | (2,319,137) | - | 364,766 |
| Cash with broker | 55,719 | (32,977) | (362) | 22,380 |
| | <u>£2,739,622</u> | <u>(2,352,114)</u> | <u>£ (362)</u> | <u>£ 387,146</u> |

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The financial statements are prepared on the historical cost basis of accounting as modified by revaluation of investments at market value and tangible fixed assets at valuation and in accordance with accounting principles currently followed in the Island of Jersey, and the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 by the Charity Commissioners for England and Wales.

1.2 Subscriptions

Subscriptions are credited to the Statement of Financial Activities in line with the subscription year, and the amount prepaid by members in this regard is carried forward under creditors.

1.3 Nursing and medical fees

Nursing and medical fees are accounted for on a receivable basis.

1.4 Grants, donations and legacies

Grants, donations and legacies are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant, donation or legacy must only be used in future accounting periods; or the donor has imposed conditions which must be met before the organisation has unconditional entitlement.

1.5 Bank interest received

Bank interest is brought into account when it is receivable by the Association.

1.6 Rent receivable

Rent is brought into account when it is due to the Association.

1.7 Tangible assets

Freehold land and building is stated at valuation. Where freehold land and buildings are received by way of legacy and the intention is for resale and reinvestment into capital items, they are carried at estimated sale value less any cost of disposal. Fixed assets other than freehold property are written off in the year in which expenditure is incurred.

1.8 Investments

Investments have been valued at middle market value. This valuation includes accrued interest, as at 31 December 2009, on fixed interest stocks. Dividends and loan stock interest are brought into account on the dates they are due to be paid. Surpluses or deficits arising on the disposal of investments are transferred to Capital Funds. Unrealised gains and losses are taken to Capital Funds.

1.9 Stocks

All stock is valued at the lower of the weighted average cost and net realisable value.

1.10 Depreciation

a) Freehold properties

It is the policy of the Association to maintain buildings in good repair, the cost of maintenance and improvements being charged to the Accumulated Fund. The officers recognise the requirements of Financial Reporting Standard 15 – Tangible Fixed Assets which requires that depreciation be charged on all fixed assets, excluding land. However, no depreciation has been provided on the value of buildings as any charge to depreciation would be immaterial to the users of the financial statements. In accordance with the requirements of the standard the carrying value of each property has been reviewed against its market value and an impairment has been found to be necessary.

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2009

b) Fixtures and fittings

Fixed assets other than freehold property are written off in the year in which expenditure is incurred.

1.11 Foreign currency

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the average rate for the year. All exchange differences are taken to the Statement of Financial Activities.

1.12 Comparability

During 2008 FNHC migrated its accounting functions onto the States of Jersey accounting system known as J D Edwards. The change has brought about significant benefits not least being the reliability and support received from being on such a substantial system. However, the way in which J D Edwards classifies and groups various income and expenditure items is different to the classifications and groups previously used by FNHC. The classification of income and expenditure in these accounts for 2009 has been set out in line with the accounting headers used by J D Edwards and the comparable figures for 2008 restated accordingly. The restatement of comparatives has no effect on the prior year results.

2. NET INVESTMENT INCOME

Net investment income is stated after the deduction of investment advisory fees.

| | 2009 | 2008 |
|----------------------------|-----------------|------------------|
| | £ | £ |
| Investment income | 65,999 | 109,353 |
| Investment advisory charge | (8,489) | (9,242) |
| | <u>£ 57,510</u> | <u>£ 100,111</u> |

3. FUNDRAISING

| | 2009 | | 2008 | |
|-------------------------------|-------------|----------------|-------------|----------------|
| | £ | £ | £ | £ |
| Income: | | | | |
| Summer ball | | - | | 61,930 |
| 2009 Club | | 47,194 | | - |
| Sky Dive | | 23,004 | | 284 |
| Fashion Show | | 13,350 | | - |
| Shop income | | 1,613 | | 5,342 |
| Small events | | 12,141 | | 21,570 |
| Other fundraising income | | 623 | | 2,732 |
| | | <u>97,925</u> | | <u>67,859</u> |
| Expenditure: | | | | |
| Summer ball | (530) | | 33,216 | |
| 2009 Club | 21,027 | | - | |
| Sky dive | 1,397 | | - | |
| Fashion show | 6,227 | | - | |
| Shop expenditure | 7,820 | | 14,972 | |
| Small events | 1,459 | | 6,773 | |
| Other fundraising expenditure | - | | 149 | |
| | | <u>37,400</u> | | <u>55,110</u> |
| Net fundraising surplus | | <u>£60,525</u> | | <u>£36,464</u> |

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2009

4. STAFF COSTS

| | 2009 | | | 2008 | | |
|-------------------|---------------------|---------------|-------------------|---------------------|---------------|-------------------|
| | No. of Employees | No. of FTE | Cost £ | No. of Employees | No. of FTE | Cost £ |
| Clinical services | 200 | 144.34 | 5,831,042 | 213 | 152.55 | 5,884,662 |
| Administration | 22 | 19.38 | 892,422 | 21 | 18.28 | 864,133 |
| | <u>222</u> | <u>163.72</u> | <u>£6,723,464</u> | <u>234</u> | <u>170.83</u> | <u>£6,748,795</u> |

Clinical services include Child & Family services, District Nursing, Home Care services and Clinical Effectiveness. Administration includes Administration, Finance, Human Resources and Stores. Staff costs are stated inclusive of all basic, overtime, call out payments, pension and social security costs.

5. INVESTMENTS – UNRESTRICTED CAPITAL FUNDS

| | 2009 £ | 2008 £ |
|---|-------------------|-------------------|
| At 1 January – at market value | 2,190,649 | 2,409,586 |
| Unrealised depreciation/(appreciation) | 52,318 | (137,552) |
| At 1 January – at cost | 2,242,967 | 2,272,034 |
| Additions at cost | 2,325,322 | 1,664,262 |
| Disposal proceeds | (2,751,532) | (1,639,258) |
| Profit/(loss) on disposal | 44,656 | (54,071) |
| At 31 December – at cost | 1,861,413 | 2,242,967 |
| Add: Unrealised appreciation/(depreciation) | 119,491 | (52,318) |
| At 31 December – at market value | <u>£1,980,904</u> | <u>£2,190,649</u> |

6. TANGIBLE ASSETS

| | 2009 £ | 2008 £ |
|-----------------------------|------------------|-------------------|
| Freehold land and buildings | | |
| At 1 January | 1,102,881 | 1,347,047 |
| Revaluation | (252,881) | 185,913 |
| Transfer to Current Assets | - | (430,079) |
| At 31 December | <u>£850,000</u> | <u>£1,102,881</u> |

The property known as Gloucester Lodge was revalued on 19 November 2009 by Gaudin & Company Limited, estate agents and property managers since 1934 in the island of Jersey. It is not the intention of the Association to dispose of Gloucester Lodge during the forthcoming 12 months.

At 31 December 2008 the property 6 Havre des Pas Gardens was for sale on the open market. As it is not the intention of the Association to reinvest the proceeds arising from a sale, the value of the asset was transferred to current assets. The property was sold in May 2009.

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2008

7. PENSION COSTS

Certain employees of the Association are members of the Public Employees Contributory Retirement Scheme ('PECRS'), which is a defined benefit pension scheme, open to employees of several employers in the Island of Jersey. The assets are held separately from those of the Association. Contribution rates are determined by an independent actuary so as to spread the costs of providing benefits over the members' expected service lives.

Salaries and emoluments include pension contributions for staff to this scheme amounting to £725,695 (2008 - £693,642). Since the Association is unable to readily identify its share of the underlying assets and liabilities of the PECRS, being a multi-employer scheme under Financial Reporting Standard 17 'Retirement Benefits' ('FRS 17'), contributions to the scheme will continue to be accounted for as if they were contributions to a defined contribution scheme.

Actuarial valuations are performed on a triennial basis. The main purposes of the valuation are to review the operations of the scheme, to report on its financial condition, and to confirm the adequacy of the contributions to support the scheme benefits.

The latest valuation of the scheme being at 31 December 2007 showed that there was a deficiency in the scheme at the valuation date of £63.2 million. The Actuary has concluded that this deficit is not temporary in nature and would need to be dealt with in accordance with the terms of the Scheme's Regulations.

The Actuary had advised that the Association had a liability to meet its share of the pre-1987 debt, as did all participating employers. This arose from the restructuring of the PECRS arrangements with effect from 1 January 1988.

The PECRS Council of Management formally determined the pre-1987 liability in September 2005 and the Association was advised of the repayment schedule to meet that liability in January 2007. The PECRS Actuary advised that the Association's share of the liability comprised two elements and was to be serviced in the following ways:

- 1) the payment of a fixed monthly sum of £4,394, including interest, for twelve months starting in February 2007 and ending on January 2008 to clear the arrears due in respect of pre-1987 debt repayments .
- 2) the payment of a monthly sum, starting in February 2007 and continuing until December 2083. Initially the monthly sum, which includes repayment of interest, was set at £6,464 and will increase each January to an amount calculated by the actuary, but approximating to rises equal to the increase in pay of the PECRS membership. From January 2008 the monthly sum was £7,063.

In total, the actuary had advised that the Association had a liability of £5,098,137.

On 13 May 2008 the States of Jersey adopted a proposition of the Minister for Treasury and Resources concerning the debt of the Family Nursing and Home Care Service and agreed to take responsibility for the pre-1987 PECRS past service debt from 1 January 2008, currently attributed to Family Nursing and Home Care. Accordingly, the States agreed to make payments to PECRS of £7,463 monthly until 31 December 2083, to assume the same obligations in relation to the debt currently attributable to Family Nursing and Home Care as for its own share of the debt, and to reduce the grant payment to Family Nursing and Home Care by £89,556 per annum (subject to indexation).

FAMILY NURSING AND HOME CARE (JERSEY) INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2008

**8. CREDITORS: AMOUNTS FALLING DUE
WITHIN ONE YEAR**

| | 2009 | 2008 |
|---|-----------------|-------------------|
| | £ | £ |
| Subscriptions received in advance | 179,598 | 178,032 |
| Creditors and accruals | 117,498 | 370,192 |
| States of Jersey | 100,472 | 2,578,049 |
| States of Jersey – re float received in advance | 500,000 | 500,000 |
| | <u>£897,568</u> | <u>£3,626,273</u> |

The States of Jersey assist with the cash flow management of the Association by providing a float as detailed above. The funds are provided on an interest free basis and are repayable upon demand. The States of Jersey have given no indication that they require repayment during the ensuing 12 months.

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Operating Restricted Funds | Unrestricted Capital Funds | Total Funds |
|---|---|---|------------------------|
| | £ | £ | £ |
| Fund balances at 31 December 2009 are represented by: | | | |
| Tangible fixed assets | - | 850,000 | 850,000 |
| Investments | - | 1,980,904 | 1,980,904 |
| Current assets | 20,000 | 792,304 | 812,304 |
| Current liabilities | - | (897,568) | (897,568) |
| | <u>£20,000</u> | <u>£2,725,640</u> | <u>£2,745,640</u> |

Funds received for a specific purpose are disclosed under Operating Restricted Funds and where they have not been fully expended during the year the balance is carried forward for future use.

Capital funds arise from donations, bequests and legacies, interest, investment income and fundraising income received by the Association. Capital funds are applied to support operational activities and specific expenditure where in the opinion of the Committee it would be appropriate to do so. Other than operating activities, no specific expenditure was applied during 2009 and no funds have been committed to an intension to spend that have not already been included as liabilities and are separately disclosed in these accounts.

10. COMMITTEE MEMBERS' REMUNERATION & EXPENSES

Committee members receive no remuneration. It is the policy of the charity to reimburse reasonable expenses incurred exclusively on behalf of the organisation. There were no expenses claimed during the year.